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ABSTRACT

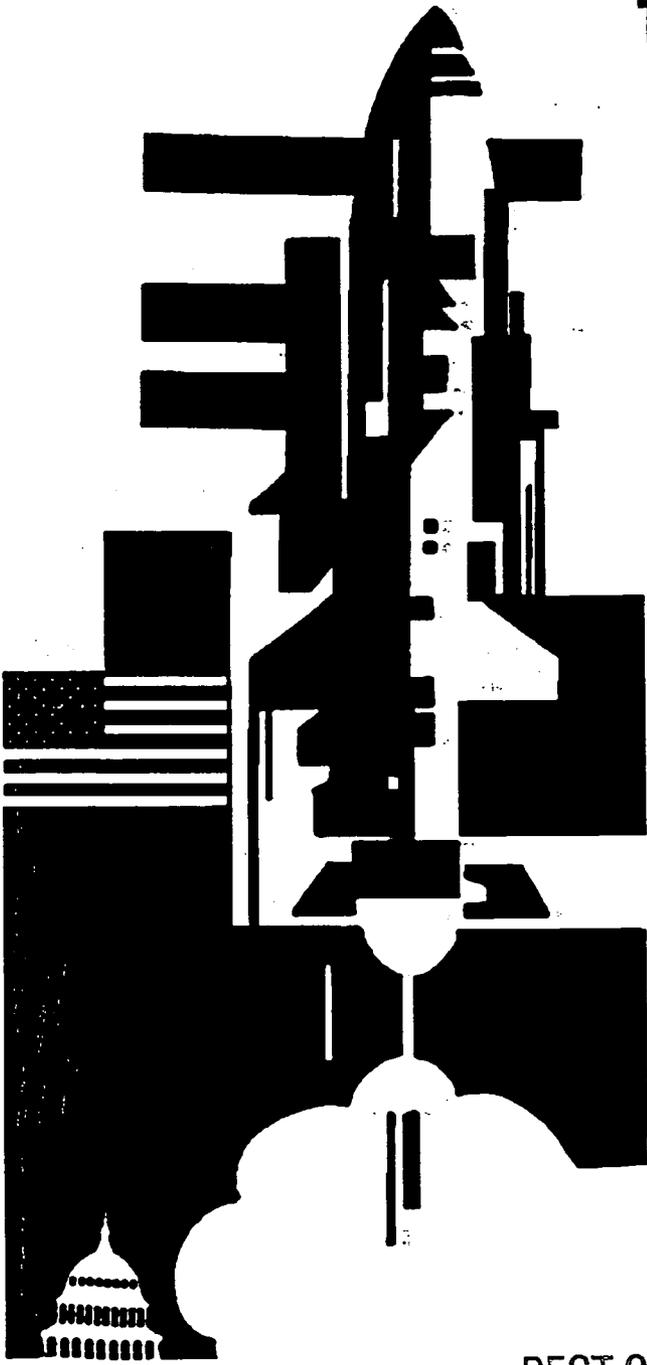
This guide was designed to help middle school students plan career paths and make career choices. The booklet is organized in four sections, each intended to guide students in their career development process. The first section focuses on self-awareness as part of career exploration. The second section features five career clusters and related job opportunities. The third section highlights the ever-changing nature of the workplace and careers of today and the future, and the final section provides a framework for students to develop realistic, attainable career goals. Throughout the booklet, learning activities provide space for students to write in their thoughts, using prompts such as lists of personal traits, interests, job duties, and lifestyle characteristics. (KC)

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# Journey to the Future

**TODAY...  
TOMORROW...  
FOREVER...**

*A Career Exploration Guide  
for Middle School Students*



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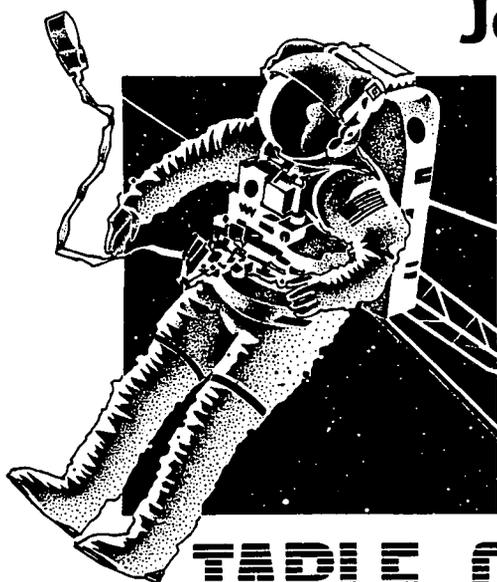
The Partnership for Academic and Career Education

This career exploration guide was developed by the staff of the Partnership for Academic and Career Education (PACE). Special thanks is extended to the students in Mrs. Ann Lawson's career exploration classes at Lakeside Middle School, Anderson School District Five, and the students in Mrs. Geneal Cantrell's career exploration classes at Powdersville Middle School, Anderson School District One. Their creative input and challenging ideas provided inspiration and support to the development of the guide. In addition, gratitude is extended to the staff of the Counseling Center of Tri-County Technical College for their helpful feedback and assistance.

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# Journey to the Future

**TODAY . . .**  
**TOMORROW . . .**  
**FOREVER . . .**

*A Career Exploration Guide  
 for Middle School Students*

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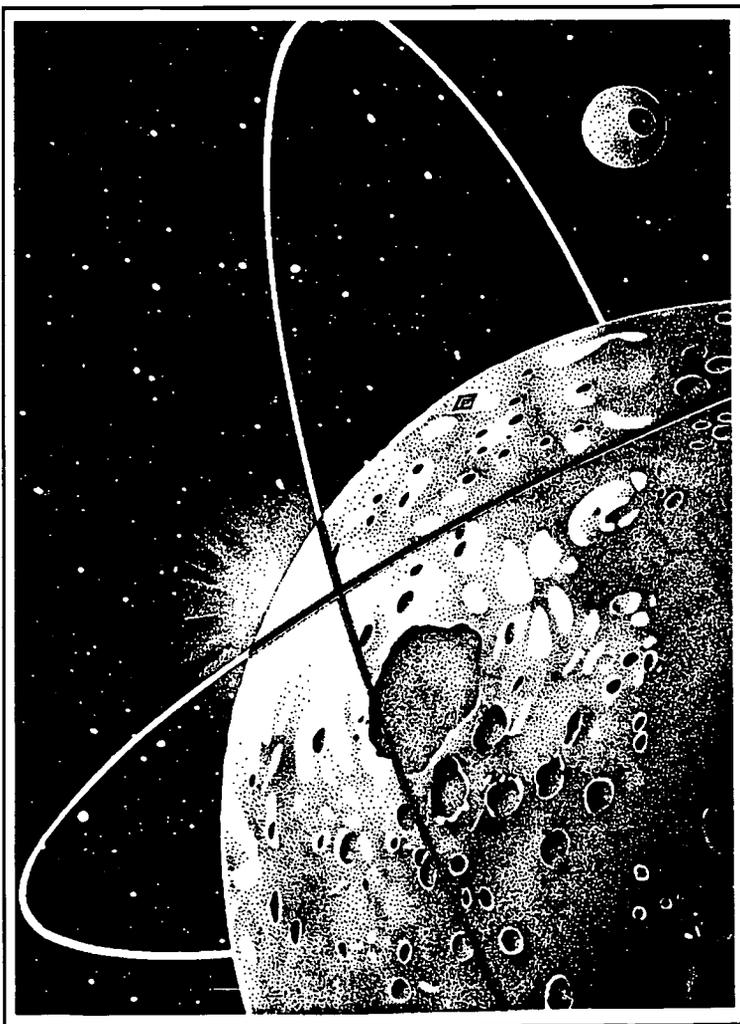
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# INTRODUCTION

Welcome to **“Journey to the Future”** - a guide designed to help you plan your career path for a successful and rewarding future! Your career choice is one of the most important decisions you will ever make - it will have a major impact on your style of living, level of satisfaction, and overall happiness. Try to visualize your future as you want it to be - careful planning can turn your dreams into reality!

This booklet has four sections; each designed to guide you in your career development process. The first section focuses on self-awareness as part of career exploration. The second section features five career clusters and related job opportunities. The third section highlights the ever-changing nature of the workplace and careers of now and the future. And, the final section provides a framework for developing realistic, attainable career goals.

Enjoy the excursion as you **“Journey to the Future!”**



***“If you shoot for the stars  
and hit the moon, it’s okay.  
But you’ve got to shoot for  
something. A lot of people  
don’t even shoot.”***

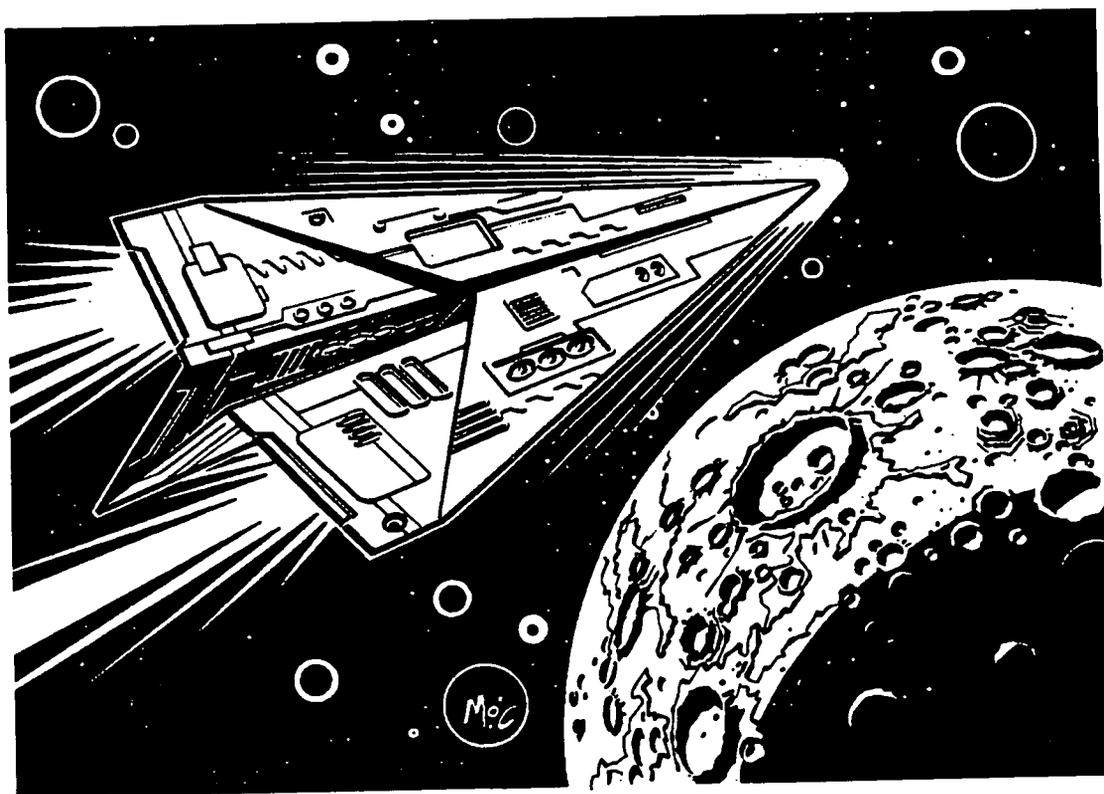
**Robert Townsend,  
author and business expert**

# PART ONE

## Journey to the Real You!

### ... The Key to Planning a Successful Future!

The most important step in career exploration is developing a good understanding of yourself . . . your interests, attitudes, skills, and abilities, and how they impact the career development process. As you begin your journey, we hope you will learn more about yourself and how to plan for a rewarding, successful future.



# Personal Interests & Hobbies

## What are my interests and hobbies?

We all enjoy a variety of hobbies and activities. One of the first things we should do in the career development process is relate those interests to our future lives and the world of work.

**Circle the things you like to do most from the items below. They can be hobbies, leisure activities, or anything of interest to you! (You may think of something we didn't list ... go ahead and write it down!)**

Camping

Computer games

Sports (football, soccer, etc.)

Being outdoors

Participating in Church activities

Talking on the telephone

Playing video games

Horseback riding

Hunting

Drawing/painting

Writing songs/poetry

Gardening

Acting

Sewing

Fishing

Others: \_\_\_\_\_

Reading

Hiking

Building things

Playing a musical instrument

Helping others in need

Listening to music

Babysitting

Caring for pets

Playing Water sports

Exploring

Singing

Watching TV

Styling hair

Shopping

Collecting things

**Select five things you circled above and think of a job that might relate to each of them.**

### Interest

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

### Related Job Possibility

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

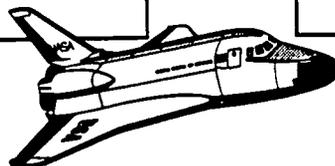
## Important Note!

Keep in mind that few jobs will meet all your hopes, dreams and interests. You will probably want to be involved in other activities to have a full and satisfying life. Many of the things you circled on the previous page are hobbies you will continue to enjoy as an adult.

### Optional Activity:

Select one of the five jobs you listed on the previous page and write a job advertisement for the classified ad section of the newspaper.

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# Skills and Abilities

## What are my personal skills and abilities?

You are a unique person with many skills and abilities . . . and you are continuously developing new ones! It is important to think about your skills and abilities as you consider a career choice. Circle five of the skills and abilities listed below that best describe you! (You may think of some we didn't list . . . feel free to add them!)

Problem solver

Leader

Able to develop creative ideas

Able to sell my ideas

Good at speaking to groups

Detail-oriented

Good illustrator

Mechanically oriented

Quick learner

Good at working with my hands

Manage my time well

Follow directions well

Good at working with numbers

Helpful

Good at seeing the "big picture"

Able to read/retain information

Good planner

Computer skills

Work well on a team

Organized

Concentrate well

Good writer

Can be relied on to complete a task

Practical

Patient in working out details

Open to new ideas

Good listener

Athletic

Have a knack for fixing things

Can work independently

Accurate

Others: \_\_\_\_\_

**List the five skills/abilities you circled above and think of a job that relates to each of them.**

**My strongest skills and abilities:**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

**Related Job:**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

**Optional Activity:**

Select one of the jobs you identified on the previous page. Write a paragraph explaining why your skills and abilities would be important to that job.

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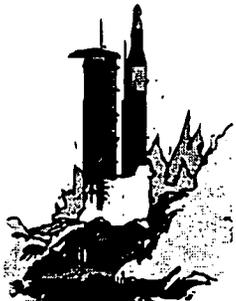
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# Academic Strengths

## What about my school work?

Think about your grades in school . . . what subjects do you excel in, and where do you need improvement? Do your grades and course work reflect your career goals? For example, if you want to be an Electrical Engineering Technician but you are weak in math and science, you need to concentrate and improve your grades!

**From the list below, select the courses you do well in, and think of possible careers that relate to these classes. (Feel free to add any academic classes that aren't on the list!)**

<b>Courses I like/do well in</b>	<b>Related Job(s)</b>
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____

Math	Literature	Foreign Language/ Cultures
English	Reading	Computer Fundamentals
Social Studies	Spelling	Industrial Technologies
History	Science	
Health	Related Arts (drawing, music, etc.)	

**List the courses you don't like or do well in. How can you make improvements?**

<b>Courses I don't like/do well in:</b>	<b>Ways I can improve:</b>
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____

## Important Note!

Academic skills are an important factor to consider in the career development process. However, you should never base a career decision solely on the school subjects in which you make your highest grades. There are many other factors, such as personality, interests, and work environment, that should be considered as you make your career decision.

## Optional Activity:

Select one of the courses you listed on the previous page and the related job. Write a paragraph explaining how you might use the information from this course when you are on the job.

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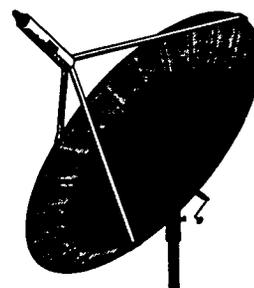
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# Personality

## Where does my personality fit in?

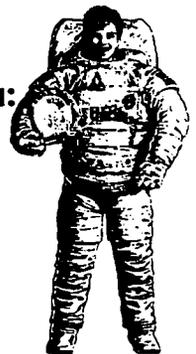
Your personality naturally plays a strong role in your career decision-making process. Different personalities are suited to different careers.

**Circle the personal characteristics that best describe you from the items listed below.**

Creative	Assertive	Leader	Planner
Enthusiastic	Imaginative	Follower	Practical
Purposeful	Achiever	Outgoing	Friendly
Understanding	Cooperative	Sensitive	Warm
Caring	Flexible	Responsible	Factual
Dependable	Helpful	Investigative	Intellectual
Problem-Solver	"Hands-On"	Curious	Observant
Physically active	Persuasive	Innovative	Original
Good communicator	Schedule-oriented	Organized	Persistent
Independent	Idealistic	Fast-paced	Relaxed
Feeling	Thinker	Shy	Like "details"
Like "big picture"			

**From the characteristics you circled, list the five that BEST describe you:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_



## Optional Activity:

What type of career do you feel is a good match for your personality characteristics? Write a paragraph explaining why.

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# Motivation

## What is important to me, both personally and in the future world of work?

Some people are motivated by a high salary, power, and the authority to make decisions in an organization. Others prefer a secure work environment where they feel they are making a contribution to society. Different things are important to different people. That's what makes us all unique individuals!

✓ **Check five things from the list below you feel will be most important to you in your career.**

- |                                                           |                                                        |
|-----------------------------------------------------------|--------------------------------------------------------|
| <input type="checkbox"/> High salary                      | <input type="checkbox"/> Middle class salary           |
| <input type="checkbox"/> Being respected                  | <input type="checkbox"/> Advancement opportunities     |
| <input type="checkbox"/> Pleasant working environment     | <input type="checkbox"/> Taking risks                  |
| <input type="checkbox"/> Job security                     | <input type="checkbox"/> Flexible working hours        |
| <input type="checkbox"/> Time with family                 | <input type="checkbox"/> Job freedom                   |
| <input type="checkbox"/> Structured working environment   | <input type="checkbox"/> Working with people           |
| <input type="checkbox"/> Working by myself                | <input type="checkbox"/> Similar duties every day      |
| <input type="checkbox"/> Variety of duties                | <input type="checkbox"/> Working outdoors              |
| <input type="checkbox"/> Working indoors                  | <input type="checkbox"/> Working with my hands         |
| <input type="checkbox"/> Being my own boss                | <input type="checkbox"/> Being seen as important       |
| <input type="checkbox"/> Being in charge of others        | <input type="checkbox"/> Recognition from others       |
| <input type="checkbox"/> Helping others                   | <input type="checkbox"/> Chance to learn something new |
| <input type="checkbox"/> Making a contribution to society | <input type="checkbox"/> Following procedures          |
| <input type="checkbox"/> Being the best at what I do      | <input type="checkbox"/> Using my creativity           |
| <input type="checkbox"/> Other: _____                     |                                                        |

## Optional Activity:

List the five 'motivators' you checked in order of importance to you, with #1 being the most important and # 5 being least important. Write down why you listed them in that order.

1. \_\_\_\_\_  
Why? \_\_\_\_\_
2. \_\_\_\_\_  
Why? \_\_\_\_\_
3. \_\_\_\_\_  
Why? \_\_\_\_\_
4. \_\_\_\_\_  
Why? \_\_\_\_\_
5. \_\_\_\_\_  
Why? \_\_\_\_\_

# Workplace Skills

## Do I have the skills employers are looking for in their workers?

Employers are looking for workers with strong, diverse skills for the high-tech, rapidly changing workplace of now and the future. Strong basic skills in math, reading, and writing, along with computer skills, are becoming more and more essential to success in the world of work. However, employers also need workers who . . .

Solve problems

Think creatively

Lead others

Have good self-esteem

Have a professional attitude

Work safely

Stay busy

Follow directions

Have a positive attitude

Work well on a team

Understand new technology

Make good decisions

Are trustworthy and dependable

Accept criticism

Learn quickly

Meet deadlines

Possess organizational skills

Are on time and reliable

**Study the list above and write down five areas you feel are your strengths.**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

## Optional Activity:

Make a list of five jobs that you think require the strengths you possess. Why are these strengths important to these jobs?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

# Working Environment

## What kind of working environment do I prefer?

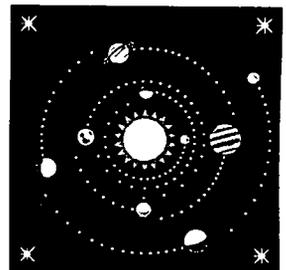
You won't be happy in your career if you are working in an environment that doesn't suit you or your lifestyle. For example, if you love working with people, you probably don't want to work by yourself all the time. Or, if you are sensitive to strong odors or have severe allergies, some manufacturing environments may not be suitable for you. Some examples of different working conditions include . . .

- Fast pace, high pressure
- Slow pace, low pressure
- Moderate level of responsibility
- Light physical labor
- Heavy physical labor
- Hot conditions
- Cold conditions
- Frequent kneeling
- Wearing protective equipment
- Quiet atmosphere
- Working around strong odors
- Working underground
- Working with people
- Working outdoors
- Working indoors
- Working in a small company
- Close supervision
- Standing for long periods

- Moderate pace, moderate pressure
- High level of responsibility
- Low level of responsibility
- Medium physical labor
- No physical labor
- Moderate conditions
- Frequent reaching and stretching
- Precision work
- Meeting a lot of people
- Loud, noisy environment
- Working in high places
- Working around dust
- Working alone
- Working at a desk
- Working with a large corporation
- Working as part of a team
- Little supervision
- Sitting for long periods

Select five working conditions you prefer and list them below:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_



## Optional Activity:

List the working conditions that are unacceptable to you:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_

# Style of Life

## How will my career choice affect my lifestyle?

Your career choice will impact your life in countless ways! It can affect the kinds of friends you will have, the amount of money you'll make, where you will live, the kind of house and car you can afford, the sort of person you will marry, your leisure time, and many other things. Your career choice may impact your style of life in some of the following ways . . .

Work in a large city

Live in the country

Live in a small town

Work weekends, home weekdays

Middle class income

Some overtime work

Frequent overtime work

Some travel

Run my own business

Work nights

Flexible hours

Very short commute to work

Work in a small town

Live in the city

Work weekdays, home weekends

Work mixture of weekdays, weekends

Upper class income

No overtime work

No travel

Frequent travel

Work days

Rotating shifts

Long commute to work

Move around frequently

## From the list above, design your preferred style of life!

(Remember, you can always add something that isn't on the list!)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

## Optional Activity:

Can you think of a career that will match your style of life preferences? If so, what career, and explain your choice.

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# A CAREER "SNAPSHOT"

of \_\_\_\_\_ (your name)

Look back at your responses on the preceding pages and develop a "snapshot" look at yourself.

Personal Interests and Hobbies (page 4):

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Skills and Abilities (page 6):

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Academic Strengths (page 8):

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Working Environment Preferences (page 13):

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Preferred Style of Life (page 14):

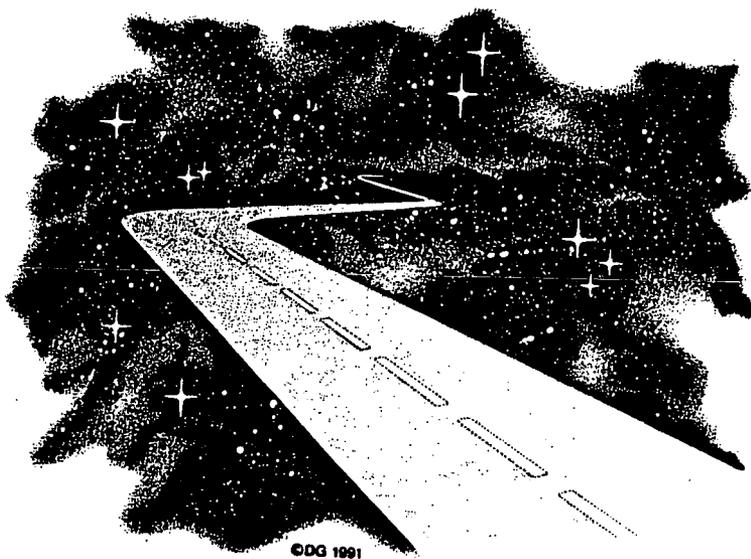
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(adapted from: Kennedy, J.L., **Career Book** (1994). VGM Career Horizons: Chicago, IL.)



# PART TWO

## Choose a Cluster

### Jobs for Now . . . and the Future

A career cluster is a group of occupations with some similar characteristics. Most jobs will fit into a specific career cluster. In the previous section, you examined your interests, abilities, personality, motivation, and several other important aspects of self-awareness. In this section you will look at five career clusters and identify which cluster(s) is of interest to you.

### The five career clusters are:

- Arts and Communication
- Business and Marketing
- Engineering and Industrial Technologies
- Environmental and Agriculture
- Health and Human Services



# Career Cluster: Arts and Communication

**Interests, skills, academic abilities, and personal characteristics generally associated with this career cluster:** (Circle those that apply to you. Refer back to your Career "Snapshot" on pages 15 and 16 as needed.)

Artistic	Imaginative	Good communicator	Job freedom
Persuasive	Innovative	Enthusiastic	Flexibility
Creative	Original	Music/Drama	Poetry/Literature
Team player	Independent	Pleasant environment	High achiever
Languages	Foreign cultures	Making a contribution	Writing skills
Open to ideas	Reading		

**Sample Career Fields** (Circle those that interest you):

Advertiser	Art Director	Artist
Actor	Book Editor	Broadcast Technician
Camera Operator	Columnist	Commentator
Commercial Artist	Computer Artist	Critic
Customer Service Coordinator	Curator	Dance Therapist
Dancer	Desktop Publisher	Newspaper Editor
News Editor	Fashion Designer	Film Editor
Graphic Artist	Interior Decorator	Interpreter/Translator
Journalist	Librarian	Marketing Manager
Media Director	Music Video Producer	Musician
News Writer	Piano Teacher	Photo Journalist
Photo Typesetter	Printer	Proof Reader
Public Relations Director	Publisher	Radio Station Manager
Radio/TV News Announcer	Recording Engineer	Screen Writer
Sign Painter	Singer	Sound Technician
Special Events Director	Stage Technician/Set Designer	Teacher
Technical Illustrator	Technical Writer	Telecommunications Manager
Tour Guide	Translator/Interpreter	Writer, Composer
Other: _____		

## Optional Activity:

Select two job titles from the list on the previous page. Research the careers in your library or career center and write a job description for each.

1. Job Title: \_\_\_\_\_

Job Description: \_\_\_\_\_

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2. Job Title: \_\_\_\_\_

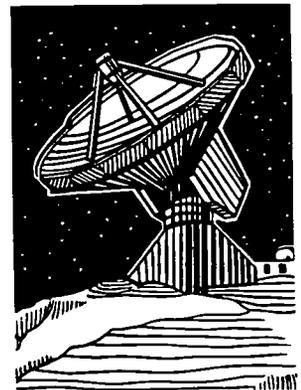
Job Description: \_\_\_\_\_

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# Career Cluster: Business and Marketing

**Interests, skills, academic abilities, and personal characteristics generally associated with this career cluster:** (Circle those that apply to you. Refer back to your Career "Snapshot" on pages 15 and 16 as needed.)

Leadership	Organized	Structured
Persuasive	Independent	Clerical
Mathematical	Assertive	Good planner
Social	Responsible	Problem solver
Good at selling ideas	Team player	Ambitious
Have my own business	Open to new ideas	Manage time well
Good listener	Writing/Reading/English	Mathematical
Foreign culture & language	Being respected	Risk taker
Working with others	Computers	Job security
Being in charge	Being seen as important	Procedures to follow
	Recognition from others	Able to retain information

**Sample Career Fields** (Circle those that interest you):

Accountant	Actuary	Administrative Assistant
Administrative Services Manager	Auditor	Advertising Manager
Banker	Bank Teller	Bookkeeper
Business Teacher	Buyer	Caterer
Cleaning Service Owner	Clerical Supervisor	Computer Operator
Computer Programmer	Computer Service Technician	Computer Trainer
Construction Manager	Court Clerk	Credit Analyst
Data Processing Manager	Employment Interviewer	Financial Manager
Franchise Manager	General Manager	Hotel/Motel Manager
Human Resources Director	Insurance Agent	Lawyer
Loan Officer	Management Analyst	Marketing Manager
Marketing Research Analyst	Office Clerk	Paralegal
Payroll Administrator	Personnel Manager	Public Relations Manager
Purchasing Manager	Real Estate Manager	Receptionist
Restaurant Manager	Retail Sales Manager/Buyer	Secretary
Stock Broker	Tax Preparer	Telecommunications Representative
Top Executive	Travel Agent	Other: _____
Underwriter	Word Processing Operator	

## Optional Activity:

Select two job titles from the list on the previous page. Research the careers in your library or career center and write a job description for each.

1. Job Title: \_\_\_\_\_

Job Description: \_\_\_\_\_

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2. Job Title: \_\_\_\_\_

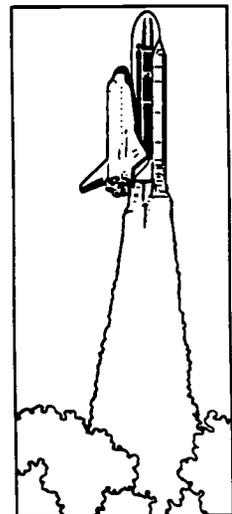
Job Description: \_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_



# Career Cluster: Engineering and Industrial Technologies

**Interests, skills, academic abilities, and personal characteristics generally associated with this career cluster:** (Circle those that apply to you. Refer back to your Career "Snapshot" on pages 15 and 16 as needed.)

Mathematical	Mechanical	Intellectual	Making/building things
Scientific	"Hands On"	Curious	Problem-solver
Work well with numbers	Spatial	Common sense	Explorer
Organized	Leader	Practical	Detail-oriented
Practical	Invent new things	Concentrate well	Observant
Accurate	Follow directions well	Can fix things	Computers
High salary	Able to retain information	Science	Procedures
Creative	Being the best	High achiever	Chance to learn something new
Focused	Patient	Work independently	
Factual		Understand new technology	

**Sample Career Fields** (Circle those that interest you):

Aerospace Engineer	Air Traffic Controller	Aircraft Technician/Mechanic
Appliance/Power Tool Repairer	Architect	Automated Manufacturing Technician
Automotive Mechanic	Business Machine Service	Ceramic Engineer
CAD Drafter	Carpenter	Computer Games Developer
Chemical Engineer	Civil Engineer	Computer Software Designer
Computer Graphics Simulation Technician	Computer Programmer	Database Manager
Electrical Technician	Construction Worker	Heating and A/C Technician
Industrial Engineer	Electronic Motor Repairer	Laser Technician
Machinist	Information Systems Manager	Magnetics Manufacturing Technician
Mechanical Engineer	Numerical-Control Operator	Printer
Plant Engineer	Plumber	Radio/Television Service Technician
Printing Press Operator	Quality Control Supervisor	Sound Technician Systems Analyst
Refrigeration Technician	Robotic Line Supervisor	Welding Technician
Science Technician	Sheet Metal Worker	
Textile Manufacturing Technician	Tool and Die Maker	
Tool Designer	Telephone/Cable Installer	

**Optional Activity:**

Select two job titles from the list on the previous page. Research the careers in your library or career center and write a job description for each.

1. Job Title: \_\_\_\_\_

Job Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Job Title: \_\_\_\_\_

Job Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# Career Cluster: Environmental and Agriculture

**Interests, skills, academic abilities, and personal characteristics generally associated with this career cluster:** (Circle those that apply to you. Refer back to your Career "Snapshot" on pages 15 and 16 as needed.)

Hands-On	Physically active	Exploring	Responsible
Practical	Investigative	Gardening	Mathematical
Curious	Problem-solver	Camping	Open to ideas
Observant	Outdoor activities	Nature lover	Cooperative
Physical world	Scientific	Work independently	

**Sample Career Fields** (Circle those that interest you):

Agricultural Engineer	Agricultural Scientist	Agronomist
Aquaculturist	Astronomer	Biologist
Botanist	Chemist	Conservation Officer
Cooperative Extension Agent	Dairy Technologist	Energy Conservation Technician
Energy Utilization Technician	Entomologist	Environmental Engineer
Exterminator	Farm Operator/Manager	Farm Worker
Fish/Game Specialist	Forester	Forestry Technician
Gardener	Geologist	Golf Course Manager
Greens Superintendent	Hazardous Waste Management Technician	Horticulturalist
Hydrologist	Marine Biologist	Irrigation Engineer
Landscape Artist	Meteorologist	Meat/Poultry Inspector
Metallurgical Engineer	Park Ranger	Microbiologist
Nursery Worker	Recycling Director	Physicist
Plant Geneticist	Turf Manager	Soil Scientist
Solar Energy Technician		Waste Treatment Plant Operator
Water Pollution Control Inspector		
Other: _____		

# Optional Activity:

Select two job titles from the list on the previous page. Research the careers in your library or career center and write a job description for each.

1. Job Title: \_\_\_\_\_

Job Description: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Job Title: \_\_\_\_\_

Job Description: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# Career Cluster: Health and Human Services

**Interests, skills, academic abilities, and personal characteristics generally associated with this career cluster:** (Circle those that apply to you. Refer back to your Career "Snapshot" on pages 15 and 16 as needed.)

Caring	Mathematical	Team player	Good listener
Outgoing	Scientific	Leadership	Caring
Persuasive	Variety	Helping others	Responsible
Help others	Independence	Health education	Organized
Patient	Friendly	Understanding	Sensitive
Flexible	Warm		

**Sample Career Fields** (Circle those that interest you):

Adult Day Care Attendant	Adult Education Teacher	Athletic Trainer
Chef	Child Care Worker	Chiropractor
Clinical Laboratory Technologist	Cook	Cosmetologist
Corrections Officer/Guard	Cosmetologist	Court Reporter
Customer Service Coordinator	Dental Hygienist/Assistant	Dietician
EEG Technologist/Technician	EKG Technician	Emergency Medical Technician
Firefighter	Flight Attendant	Floral Designer
Food & Drug Inspector	Funeral Director	Home Health Aid
Hospital Administrator	Human Services Worker	Hotel Manager/Assistant
Labor and Delivery Technician	Law Office Manager	Lawyer
Librarian	Nurse	Medical Doctor
Medical Assistant	Medical Laboratory Technician	Medical Records Technician
Medical Technician	Nuclear Medicine Technologist	Nurse's Aid
Occupational Therapist	Ophthalmic Lab Technician	Optometrist
Paralegal/Legal Assistant	Pharmacist	Pharmacy Technician
Physical Therapist/Assistant	Physician	Police Officer/Detective/Special Agent
Postal Worker	Psychologist	Recreational Therapist
Pre-School & Childcare Worker	Radiologic Technologist	Sonographer
Registered Nurse	Social Worker	Travel Agent
Surgical Technician	Surgeon	
Veterinarian	Other: _____	

## Optional Activity:

Select two job titles from the list on the previous page. Research the careers in your library or career center and write a job description for each.

1. Job Title: \_\_\_\_\_

Job Description: \_\_\_\_\_

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2. Job Title: \_\_\_\_\_

Job Description: \_\_\_\_\_

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# CAREER CLUSTER SUMMARY

Using the information on the preceding pages in this section, answer the following questions:

1. What career cluster do you prefer? (Circle one):

Arts and Communication

Business and Marketing

Engineering and Industrial Technologies

Environmental and Agriculture

Health and Human Services

2. Why do you think this career cluster is a good choice for you?

---

---

---

3. What three jobs interest you most in that career cluster?

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

## Additional Thoughts:

1. There are thousands of job titles documented in the world of work. The list on each of the preceding pages represents only a few of those many job titles. Your teacher or counselor can help you research additional occupations not listed.
2. Occasionally a job will fit into more than one career cluster (e.g. a lawyer can be suited for both the Health and Human Services and Arts and Communication cluster). When you enter high school, your teacher or counselor will help you determine which career cluster suits you, based on your career goals.



# Career Exploration Tips

**Now that I have an idea of who I am and what career clusters interest me, how can I explore possible career interests?**

There are countless ways of learning about different career fields! The following list will give you some ideas for exploring your career interests.

- Ask your parent or guardian to take you to work, or arrange for a good friend or relative to host you at work for the day.
- If you are in middle or high school, participate in a School-to-Work activity, such as shadowing or an internship.
- Volunteer in an agency that will expose you to various careers.
- Borrow books or videos from the school library or your school's career center.
- Attend a community or school career fair.
- Enroll in career related summer activities, like computer camp.
- Learn to use a computer-based career information system (e.g. SCOIS, C-Lect, SIGI, or others that are often available in your school's guidance/counseling office.)
- Write personnel offices of large area companies and request career information. In our area, Duke Power, Michelin, and Milliken all publish such brochures.
- Contact professional associations, like the American Society of Clinical Pathologists, and request career materials. (Association names and addresses may be obtained through local libraries.)
- Interview friends and relatives about their jobs.
- Monitor the TV listings each week to identify programs that feature different careers. (Public Broadcasting Service, A&E, and Discovery are all good sources!)
- Enroll in career awareness/exploration classes in schools.
- Read the want ads in the Sunday paper.
- Look through the yellow pages at the major classifications. What interests you?
- Subscribe to a career magazine, like **Career World**; or a newsletter like **Career Opportunities News**. Your librarian can help you research different career magazines and books.

**List three actions you will take to learn more about careers which interest you. Use the items listed above, or your own ideas!**

Action Step 1. \_\_\_\_\_

By what date will I accomplish Action #1? \_\_\_\_\_

Action Step 2. \_\_\_\_\_

By what date will I accomplish Action #2? \_\_\_\_\_

Action Step 3. \_\_\_\_\_

By what date will I accomplish Action #3? \_\_\_\_\_

## Optional Activity:

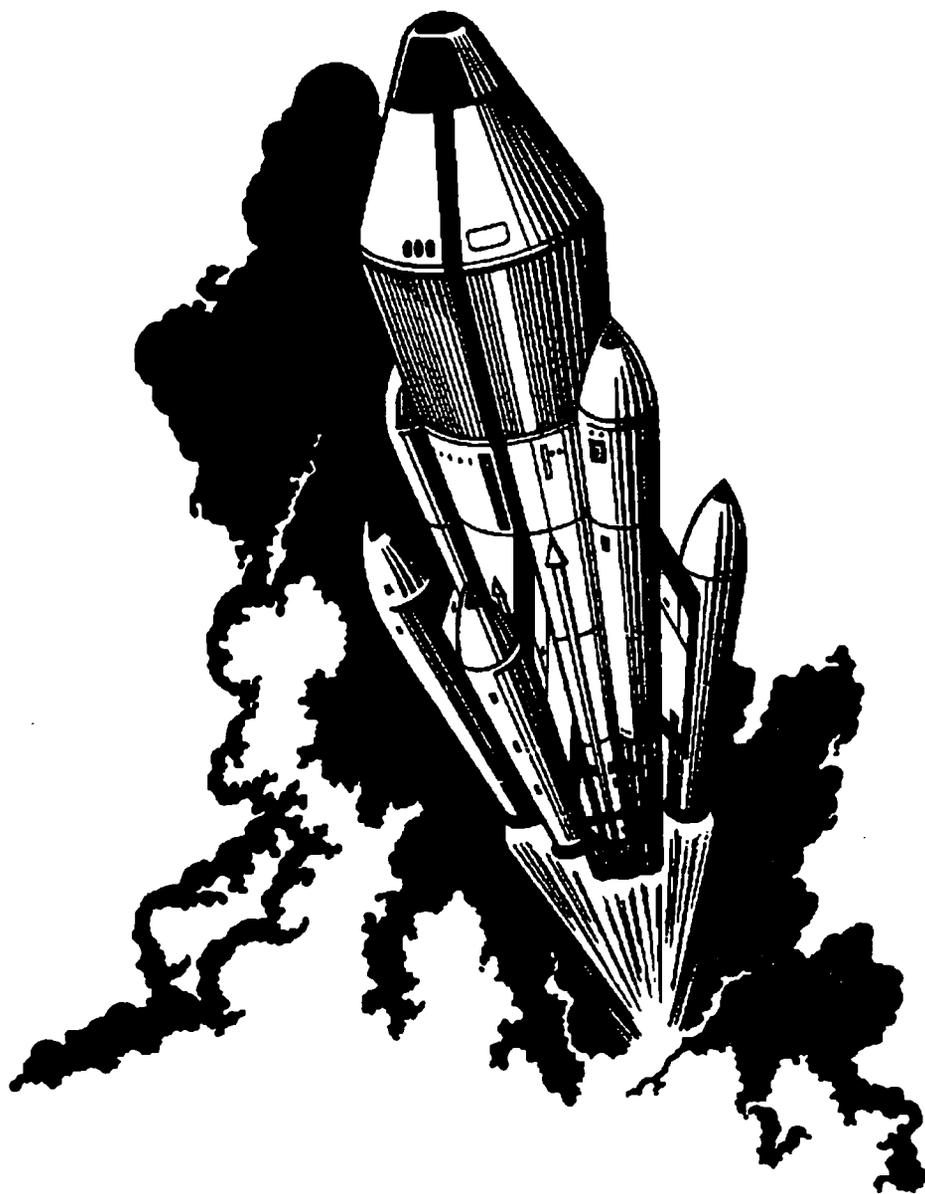
Think of and write down one *other* way (not listed) of exploring careers.

# PART THREE

## ■ Blast Off— High Tech is Here to Stay! ■

... Information to Help You Plan a Successful Future!

In the previous two sections you took an in-depth look at yourself and the career clusters in the world of work. In this section, you'll take a look at what's happening in the workplace - both now and in the future!



# The World of Work . . . Past, Present, and Future

## How has the Workplace changed?

Compare the workplace of the past with the workplace of now and the future using the lists below:

### The Past

- Most jobs were in huge factories or on the farm.
- There were two main types of jobs: white collar and blue collar.
- Most jobs required a set of skills that didn't change much over the years.
- Career choices were based on luck, happenstance, who you knew, and what you happened to fall into!
- Most jobs came from huge companies, that employed hundreds of people.
- Most workers spent their entire career working for one company.
- There were career limitations based on race, sex, and religion.
- Lots of "Baby Boomers" were entering the workforce.
- Once you learned a set of skills, you used them throughout your career.

### Now and the Future

- Most jobs are in knowledge or service industries.
- There are many types of jobs - technical, service, professional, executive, and others.
- Jobs are becoming more and more "high tech," requiring new and diverse skills.
- Career choices are carefully made decisions requiring careful planning and preparation.
- Most jobs come from smaller businesses, temporary agencies, and self-employment.
- People make several career changes and work for different organizations.
- Career limitations are based on skills, knowledge, and flexibility.
- Fewer people are entering the workforce (population growth is slowing).
- Workplace skills must be continually updated. Lifelong learning is the new reality.

(Adapted from: Borchard, D., "Planning for career and life", *The Futurist*, Jan.-Feb., 1995, pg. 10.)

Select one of the characteristics of the workplace of the past and the corresponding characteristic of the present. (✓ Check your selection.) Write a brief explanation of why you think the change occurred.

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## Optional Activity:

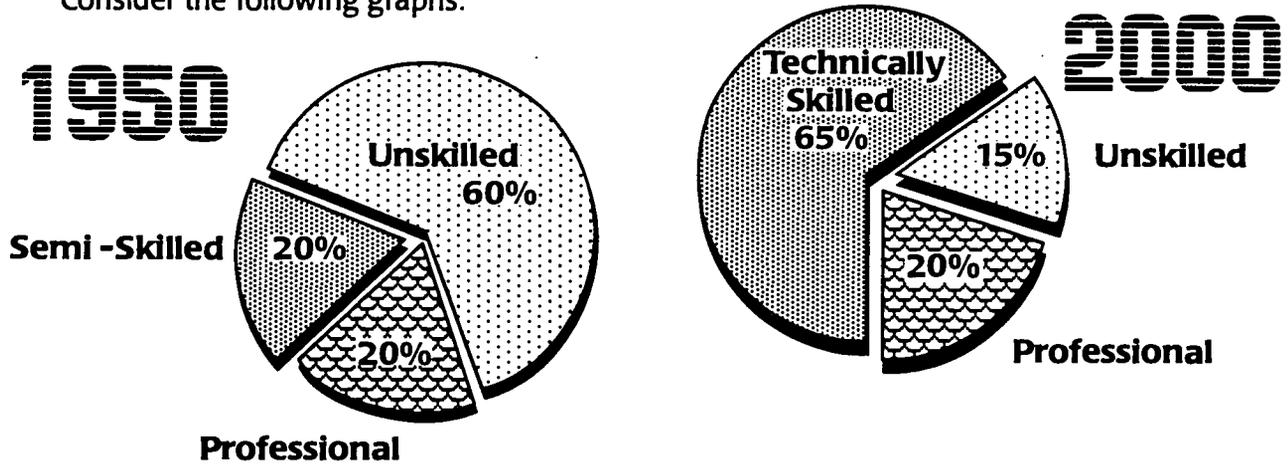
Circle one other change you think will occur in the workplace of the future. Why do you think this change will occur? \_\_\_\_\_

# Makeup of the Job Market

## How have the skill requirements for jobs changed?

The ‘makeup’ of the job market is changing. In the past, most jobs were considered ‘unskilled,’ meaning no special training or expertise was required to perform the functions of the job. However, more and more jobs now require technical expertise and specialized skills. The fastest growing segment of jobs is in the ‘technical skills’ category, requiring education and training beyond high school, up to and including a two-year associate degree.

Consider the following graphs:



### Questions:

1. What are some examples of ‘unskilled’ jobs of the past, present, and future?

---

---

2. What are some examples of ‘technically skilled’ jobs of now and the future?

---

---

3. Why do you think the majority of jobs in the year 2000 will be in the ‘technically skilled’ job category, requiring education and training beyond high school, up to and including an associate degree?

---

---

## Optional Activity:

Select one of the jobs you listed in #2 on the previous page. Write a paragraph describing the qualifications, working conditions, and salary of the job. Use your library or career center for information and resources.

Job: \_\_\_\_\_

Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# Educational Levels

## How much education will I need?

As we mentioned on the previous page, the majority of the jobs of the future will require education and training beyond high school. Some job titles and required educational levels are listed below:

### No Education or Training Required beyond high school

Assembler	Cashier
Custodian	Fast-Food Restaurant Server

### One to Two Years of Post-Secondary Education

Aircraft Technician	Administrative Assistant	Bookkeeper
Broadcast Technician	Computer Numeric Controller	Computer Programmer
Computer Service Technician	Cosmetologist	Court Clerk
Detective	Electronics Technologist	Energy Conservationist
Environmental Technician	Fashion Merchandiser	Technician
Human Services Worker	Licensed Practical Nurse	Machine Tool & Die Maker
Paralegal	Police Officer	Physical Therapy Assistant
Radiologic Technologist	Registered Nurse (ADN)	Research Assistant
Respiratory Therapist	Science Technician	Sound Technician
Ultrasonographer	Veterinary Assistant	

### Four to Six-Plus Years of Postsecondary Education

Accountant	Advertising Manager	Bank Manager
Biologist	Chemical Engineer	Chiropractor
Dentist	Electrical Engineer	Environmental Engineer
Geologist	Human Resource Manager	Journalist
Lawyer	Librarian	Marine Biologist
Mechanical Engineer	Meteorologist	Occupational Therapist
Psychiatrist	Public Relations Specialist	Registered Nurse (BSN)
Speech Pathologist	Stock Broker	Systems Analyst
Teacher		

## Optional Activity:

Select one job from **each** of the categories listed. Research the salary for each position in your library or career center.

1. Job Title: \_\_\_\_\_ Salary: \_\_\_\_\_
2. Job Title: \_\_\_\_\_ Salary: \_\_\_\_\_
3. Job Title: \_\_\_\_\_ Salary: \_\_\_\_\_

# Salaries

## How much money can I earn?

Salaries will vary widely depending on the nature of the job, skill requirements, educational level, related experience, and many other factors. Below are average hourly wages earned by workers in the upstate of South Carolina for selected jobs. Because these are average salaries from the upstate of South Carolina only, many people in each occupation earn higher or lower incomes.

### Up to \$8 per hour

advertising clerk  
child care worker  
file clerk  
janitor  
recreation worker  
teller

bus driver  
data entry keyer  
guard  
medical assistant  
sewing machine operator

cashier  
fast food cook  
hotel desk clerk  
medical records technician  
stock clerk

### \$8 to \$10 per hour

assembly worker  
butcher  
forklift operator  
instructional coordinator  
typist

bill collector  
coil winder  
general office clerk  
library assistant

bookkeeper  
electrical assembler  
industrial machine operator  
pipelayer

### \$10 to \$15 per hour

automotive mechanic  
computer programmer aide  
dietetic technician  
food/lodging manager  
machine tool operator  
paralegal personnel  
secretary  
tool and die maker

broadcast technician  
CNC programmer  
electronic technician  
industrial engineer technician  
machinist  
personnel specialist  
sheet metal worker  
travel agent

chemical technician  
dental assistant  
fitness director  
licensed practical nurse  
medical laboratory technologist  
radiologic technologist  
special education teacher

### \$15 to \$20 per hour

accountant  
computer programmer  
dental hygienist  
mechanical engineer  
technician  
registered nurse

administrative service  
manager  
first line supervisor  
occupational therapist  
physician's assistant  
speech pathologist

computer engineer  
construction manager  
loan officer  
personnel manager  
purchasing manager  
systems analyst

### \$20 to \$25 per hour

civil engineer  
financial manager  
physical therapist  
safety engineer

economist  
industrial production  
manager  
school teacher

electrical engineer  
pharmacist  
professional librarian  
vocational and education counselor

### \$25 to \$30 per hour

chemical engineer  
computer software engineer  
transportation manager

chemist  
educational administrator  
utilities manager

communications manager  
engineering manager

### \$30 per hour and up

dentist  
lawyer

general manager  
physician

top executive

(Source: The SC Wage Survey 1995, SC Employment Security Commission)

### Optional Activity:

Select three jobs from the list on this page and the previous one (preferably ones that interest you). Using the **Occupational Outlook Handbook** or other source, compare the hourly wage averages. Are there differences? Why?

1. Job Title: \_\_\_\_\_ Salary: \_\_\_\_\_
2. Job Title: \_\_\_\_\_ Salary: \_\_\_\_\_
3. Job Title: \_\_\_\_\_ Salary: \_\_\_\_\_



# Hot Jobs in the U.S.

## What are the HOTTEST jobs in the United States?

These are considered to be the twenty-five 'hottest' jobs in the United States based on growth rate, salary, and quality of work life.

### Circle the jobs that interest you:

- |                                       |                                      |
|---------------------------------------|--------------------------------------|
| 1. Computer Engineer                  | 14. Psychologist                     |
| 2. Computer Systems Analyst           | 15. Baker                            |
| 3. Physical Therapist                 | 16. Construction Manager             |
| 4. Teacher, Special Education         | 17. Restaurant Cook (sous-chef)      |
| 5. Private Detective and Investigator | 18. Computer Repairer                |
| 6. Radiologic Technologist            | 19. Food Service and Lodging Manager |
| 7. Paralegal and Legal Assistant      | 20. Management Consultant            |
| 8. Teacher, Preschool & Kindergarten  | 21. Dental Hygienist                 |
| 9. Entertainer                        | 22. Registered Nurse                 |
| 10. Secretary, legal/medical          | 23. Bank Loan Officer                |
| 11. Speech Pathologist/Audiologist    | 24. Licensed Practical Nurse         |
| 12. Insurance Adjustor/Examiner       | 25. Social Worker: Medical/Clinical  |
| 13. Respiratory Therapist             |                                      |

(Source: Money Magazine, March, 1995)

**Select three of the jobs from the list above (preferably ones that interest you).  
What career clusters do the jobs fit into?**

Job	Career Cluster
1. _____	_____
2. _____	_____
3. _____	_____

### Hint:

Remember, we explored Career Clusters in Section Two: Arts and Communication; Business and Marketing; Engineering and Industrial Technologies; Environmental and Agriculture; and Health and Human Services.

## Optional Activity:

Select the job that most interests you from the list on the previous page. Write a newspaper 'want ad' describing the job duties and tasks, salary, and education/skill requirements. Use your library or career center for resources and information.

### HELP WANTED



# Career Trends in S.C.

## What are the "Top Occupations" in South Carolina?

You may decide you want to stay right here in South Carolina and pursue your career. The following list highlights the "top occupations" in the state of South Carolina. Note: This list is based solely on growth rate (percentage change), and not quality of life or salary.

### Circle the jobs that interest you:

1. Computer Engineers
2. Human Services Workers
3. Systems Analysts
4. Personal Home Care Aides
5. Paralegals
6. Home Health Aides
7. Ushers, Lobby Attendants
8. Physical Therapists
9. Physical Therapy Assistants
10. Detectives and Investigators
11. Correction Officers and Jailers
12. Child Care Workers
13. Combination Machine Tool/Set-Up Operators
14. Residential Counselors
15. Legal Secretaries
16. Dental Hygienists
17. Teachers, Special Education
18. Offset Lithographic Press Setters
19. Cooks, Restaurants
20. Pavers and Surfacers
21. Radiologic Technicians
22. Dental Assistants
23. Medical Assistants
24. Insurance Adjustors/Investigators
25. Solderers and Brazers

(Source: South Carolina Employment Security Commission, Labor Market Division, February 1996.)

**Select three of the jobs from the list above (preferably ones that interest you).  
What career cluster do the jobs fit into?**

Job	Career Cluster
1. _____	_____
2. _____	_____
3. _____	_____

### Hint:

Remember, we explored Career Clusters in Section Two: Arts and Communication; Business and Marketing; Engineering and Industrial Technologies; Environmental and Agriculture; and Health and Human Services.

## Optional Activity:

Select the job that most interests you from the list on the previous page. Write a newspaper 'want ad' describing the job duties and tasks, salary, and education/skill requirements. Use your library or career center for resources and information.

### HELP WANTED



# Slow Growth Jobs

## What occupations are on the decline?

Some career fields are shrinking due to increasing technology, global competition, and the changing nature of the workplace. Occupations that are losing jobs across the United States include the following:

Farmers	Bookkeepers
Sewing machine operators	Electronic assemblers
Typists and word processors	Electrical equipment assemblers
Switchboard operators	Telephone/cable TV line installers
Statistical clerks	Bank tellers
Service station attendants	Directory assistance operators
Butchers and meat cutters	Utilities meter readers

(source: Kennedy, J.L., *Career Book* (1994). VGM Career Horizons: Chicago, IL.)

**Select three of the “shrinking” occupations listed above. Why do you think fewer jobs are available in those occupations now?**

1. Job Title: \_\_\_\_\_  
Reason for decline: \_\_\_\_\_  
\_\_\_\_\_
2. Job Title: \_\_\_\_\_  
Reason for decline: \_\_\_\_\_  
\_\_\_\_\_
3. Job Title: \_\_\_\_\_  
Reason for decline: \_\_\_\_\_  
\_\_\_\_\_

## Optional Activity:

Select three jobs from the above list and research the salary for each, using the **Occupational Outlook Handbook**, **SCOIS**, or another source.

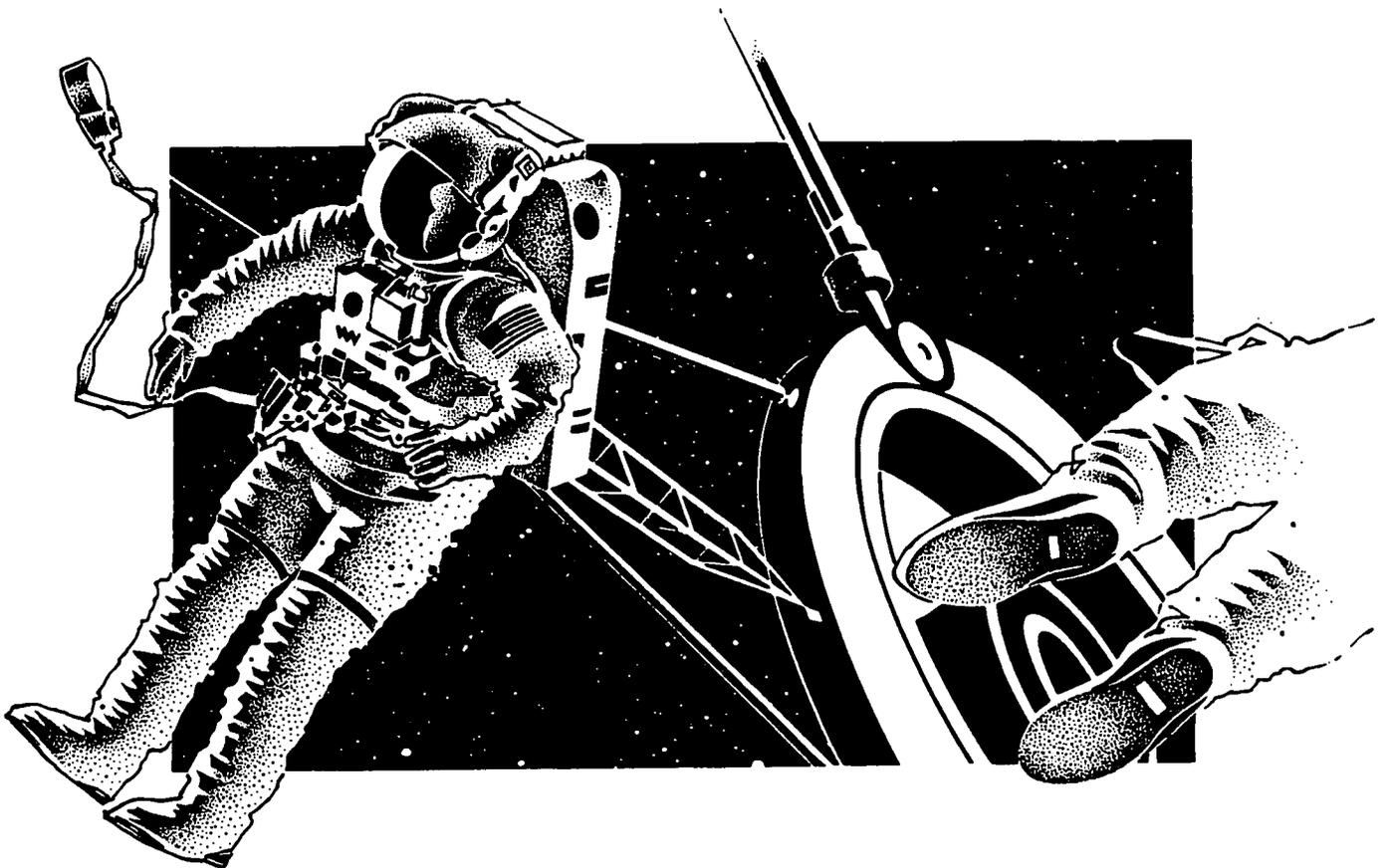
Job	Salary
1. _____	_____
2. _____	_____
3. _____	_____

# PART FOUR

## Goals - Taking You to Infinity

### ... THE PATHWAY TO SUCCESS

Now that you have information about yourself, career clusters, and the world of work, you can take the next important step in career development . . . goal-setting! This section will help you develop career goals as you continue your journey to a successful future.



# Goal Setting

Establishing strong, realistic career goals is an important part of your journey to the future. Without goals, you may drift aimlessly in space, never knowing where you are headed. You can't begin the journey to your future if you don't know where you are going.

## What is a dream goal?

Dreaming is a great place to start thinking about a career that will delight and fulfill you! Ask yourself questions like . . .

- If I could be anything I want to be and could not fail, what would I be?
- What do I enjoy so much that I would do it for free?

**My Dream Goal:** \_\_\_\_\_

*"You need to start with hopes and dreams. More of them may be attainable than you think if you set your goals creatively."*

**Bernard Haldane**, Career Development Pioneer

## What is a realistic goal?

A realistic goal is the one that you stand a 50/50 chance of obtaining! Dreaming is great, but you need to have an obtainable, realistic, alternative career goal in place just in case the dream career won't work in reality.

**My Career Goal:** \_\_\_\_\_  
(just in case your dream goal isn't going to be a reality!)

## Steps to reach it:

1. Educational Requirements (e.g. Associate Degree, Bachelor's Degree, etc.):

\_\_\_\_\_

2. What subjects should I focus on while I am in middle and high school?

\_\_\_\_\_

\_\_\_\_\_

3. Ways I can learn more about this career:

\_\_\_\_\_

\_\_\_\_\_

*"To tend unflinchingly, unflinchingly, towards a goal, is the secret of success."*

**Anna Pavlova**, Russian Ballerina

## Important note:

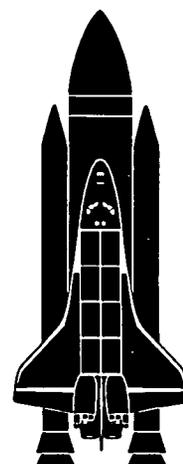
If you are unsure of the answers to questions 1-3 above, ask your teacher or counselor; or look for the answers in your library or career center.

# Final Thoughts

## Remember . . .

- An enjoyable, satisfying career takes careful planning. It won't happen on its own!
- No one really expects you to make a final decision about your career right here, right now. We just want you to explore the many options available to you!
- There are many people who can help you in your career exploration process . . . parents, teachers, counselors, friends.
- Job satisfaction will affect all aspects of your life, including your health, happiness, and life expectancy!
- Your technical skills will get you hired, your communication skills will get you promoted, and your "lack" of interpersonal skills will get you fired!
- You will spend approximately 70,000 hours of your life at work! Shouldn't you make those hours the best they can possibly be?
- Happiness should be the "journey" through life, not the "destination." Your career takes you on your journey.
- You will spend more hours at work than with your family.
- The best career for you isn't necessarily the one that pays the most or is the fastest growing occupation - it is the one that best suits your interests and talents!

**Good Luck as you . . . "Journey to the Future!"**





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